

Sefton Metropolitan Borough Council

Job Description

Post: Executive Director, Resources / S151 Officer
Salary: HAY 1
Reports to: Chief Executive Officer

Job Purpose

The Executive Director will have key accountability and responsibility for the delivery and strategic development within the area of Corporate Resources which includes leadership of Legal & Democratic Services, Procurement & Contracts, Health & Safety, Strategic Support, ICT & Digital, Human Resources and Finance. The postholder will be responsible for the statutory role of S151 for the Council, helping to maintain a financially sustainable Council with effective medium term financial plans and work with other departments within the organisation as required.

Directly reporting to the Chief Executive Officer, as a key member of the Executive Leadership Team, the role of Executive Director, Resources is to support the Council, Cabinet and Chief Executive in the development and achievement of the Council's Vision and priority outcomes.

The postholder will support the Chief Executive in creating and sustaining consistent culture and behaviours conducive with a high-performing Council, lead collectively and collaboratively within and outside of the Council as key drivers of change supporting the Council to innovatively, proactively and confidently adapt to the dynamic resource and policy agenda.

The postholder will have very high-level accountability spanning organisational and system leadership, developing and sustaining effective partnerships, together with performance and stakeholder management and freedom to act in support of the Chief Executive.

The postholder will drive a high-performance culture within the Council.

Principal Responsibilities

The postholder will:

1. Provide Strategic Leadership across the Council with specific responsibility for ensuring that priority initiatives are delivered in accordance with the Sefton Vision Outcomes Framework and the Council's Core Purpose.
2. Exercise the statutory responsibilities as the S151 Officer of the Authority and be the principal advisor on all financial services to Members, Officers and partners as defined by the CIPFA and in line with the Council's Constitution.
3. Lead a transformational approach to the delivery of Sefton services including creating new revenue streams, new models of service delivery, new demand management methods and new operating models to achieve the Sefton 2030 vision.
4. Work with the Chief Executive, Cabinet, Council, Elected Members and colleagues to deliver our vision for Sefton.
5. Have personal accountability for the delivery of a prioritised work programme with agreed thematic outcomes relating to the Sefton's Core Purpose.
6. Be responsible for strategic resource decisions and leadership of transformational projects.
7. Develop and sustain strategic partnerships at the local regional and national level.



8. Role model the agreed leadership behaviours and support the development of a high performance, innovative and collaborative culture.

Role Specific Responsibilities

The post holder will:

1. Act in the capacity of the Authority's lead officer for Statutory 151 Officer, Legal & Democratic Services, Procurement & Contracts, Health & Safety, Strategic Support, ICT & Digital, Human Resources and Finance and to ensure the strategic planning, design and delivery of these service areas and provision of the best possible services for the people of Sefton.
2. Be part of the Council's Executive Leadership Team and Senior Leadership Board recognising that the role incorporates ownership, commitment and leadership responsibilities for the delivery of both Council and Community strategies, working in partnership with other agencies to achieve goals and embracing the concept of achieving the Sefton Council 2030 Plan and Transformation Programmes.
3. Engage colleagues responsible for the following key service areas to ensure that agreed outcomes are met consistently and in accordance with agreed policies and standards:
 - **Legal and Democratic Services:** To ensure the Council complies with legislation and manages regulatory risk associated with its internal activities and services, including line management responsibility of the Council's Chief Legal & Democratic Services and Monitoring Officer.
 - **Strategic Support:** Oversee the Council's Policy, Performance and Communication and the delivery of the Corporate Transformation Plan as well as the leadership of Procurement & Contracts.
 - **ICT & Digital, Human Resources:** Strategic management of the co-ordination and delivery of high quality wide ranging and comprehensive corporate support services including ensuring compliance with the statutory requirements across these service areas.
4. Ensure there is effective integration of related services within the Directorate and across the Council, ensuring strong and collaborative relationships between service areas and corporate functions.
5. Maximise the partnership with and contribute of private providers and the voluntary and community sectors, ensuring they are effectively and appropriately commissioned and procured to meet the Council's needs.

General Responsibilities

The post holder will:

- Provide strategic leadership to the whole Council and work in close partnership with the Chief Executive to deliver the Council's plans and develop its ambitions.
- Ensure the Council's longer-term vision, strategy and priorities are delivered.
- Develop and embed a performance culture that delivers better outcomes for local people.
- Work closely with all Elected Members, specifically with the Leader and Cabinet Members, and support them in undertaking their strategic leadership and community leadership roles by providing expert strategic advice, support and challenge.
- Advocate for the needs of local people and develop strategies that enable local communities to become more resilient and self-sufficient.



- Be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. Working outside normal hours may be required as appropriate.
- Lead Council-wide officer and partner groups as required.
- Act as the Emergency Duty Co-ordinator, on a rota basis, for the Council's Emergency Planning processes and to attend ongoing training as required.
- Represent the Council on key civic events as required including Remembrance Services.
- Represent the Council at partner events as required.

Skills and Attitude and Value Based Criteria

- Sefton's Vision and promise sets out how we as a Council want to work with each other, and with our communities and our partners, to make Sefton a great place to be.
- Executive Directors will have personal responsibility to support the delivery of the vision and consistently demonstrate the behaviours and values expressed in the Promise and Leadership requirements.
- Have the necessary political knowledge, skills and abilities needed to operate effectively in a political environment.
- Develop, lead, participate and collaborate in effective partnership across organisations and sectors.
- Focus on outcomes, break down service/professional barriers and facilitate One Council delivery.
- Thrive on ambiguity and demonstrate exceptional personal resilience.
- Create and sustain enabling and open relationships.
- Create the most effective environment for innovation, learning and performance.
- Lead change and empower the whole Council to effectively manage complexity, ambiguity and risk.

Leadership

Must demonstrate the following leadership competencies:

- Provide clear vision and direction
- Lead and manage change
- Plan strategically
- Lead people and performance
- Work corporately as well as collaboratively with partners
- Communicate effectively
- Focus on excellence
- Develop self and others
- Personal resilience

Behaviours

Must demonstrate the following behaviours:

- Provide support with a view to improving quality
- Provide appropriate and constructive challenge



- Create a culture that looks for understanding and solutions
- Visibly and positively respect and value staff
- Communicate a consistent and clear message throughout the Council and with partners
- Respect, listen to and value others' views
- Maintain a customer focus with a relentless pursuit of excellent outcomes
- Have collective integrity and responsibility
- Endeavour to improve outcomes for the communities of Sefton

General

- Some posts will require specific safeguarding checks. Where these are required, the person appointed will be subject to those checks.
- New appointments will be required to satisfactorily complete a six-month probationary period.
- This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
- All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety necessary.
- The Authority has an approved Equality and Diversity Policy in employment and copies are freely available to all employees. The postholder will be expected to comply, observe and promote the equality and diversity policies of the Council.
- Since confidential information is involved with the duties of this post, the postholder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.
- In accordance with the Localism Act 2011 (or successor legislation), this post has been politically restricted.

Note: Where the post-holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by

Name:	Phil Porter
Designation:	Chief Executive Officer
Date:	15 th August 2025



Person Specification

C/AFAF/I

Transformational Change: <ul style="list-style-type: none"> Experience in leading service transformation and innovation with measurable impact 	E	AF/I
Communication & Negotiation: <ul style="list-style-type: none"> Excellent interpersonal skills, able to communicate complex information clearly and negotiate effectively with diverse stakeholders 	E	AF/I
Resilience & Risk Management: <ul style="list-style-type: none"> Demonstrates personal resilience and the ability to manage risk in high-pressure situations 	E	AF/I
Partnership Working: <ul style="list-style-type: none"> Experience of operating at a high level within a complex organisation involving diverse stakeholders 	E	AF/I
Performance & Improvement: <ul style="list-style-type: none"> Committed to continuous improvement, with a focus on delivering high-quality, customer focussed services 	E	AF/I
Political Awareness: <ul style="list-style-type: none"> Substantial and proven ability to work with Elected Members and have an ability to operate sensitively within a politically environment, providing constructive challenge and strategic advice 	E	AF/I
<ul style="list-style-type: none"> Excellent knowledge of the working of local government and other public, private and voluntary sector organisations 	E	AF/I

Assessment Methods Key:

AF – Application Form

C – Certificates

I – Interview

